

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

16 August 1972

TO : All Cable Originators

SUBJECT: Outgoing Message Forms

25X1

As noted [ ] the new outgoing message forms, which were placed in use concurrent with the issuance of that notice, are interim in nature and revisions are to be made based on customer reaction and other factors.

One significant problem has been encountered with the forms. Certain information printed on the original copy in drop-out blue (to preclude reading by the Optical Character Reader) does not reproduce satisfactorily on distribution copies. This compels the cable reproduction offices, during the period of use of the interim forms, to use the second (NCR) copy for reproduction.

The following actions on the part of cable typists and originating, authenticating and releasing officers will assist the cable reproduction offices in their efforts to provide the most satisfactory distribution copies possible:

- a. Use the number 5 setting of the Impression Control on the Selectric typewriters.
- b. Make corrections or insertions on the message forms with ball-point pen or typewriter to obtain a good impression on the second copy.
- c. Treat the second copy of the form package with reasonable care.
- d. Originating, coordinating, authenticating and releasing officers sign off on the second copy of the form rather than on the original.

Those offices in which typists may have difficulty in achieving good copy quality, whether due to the Impression Control or other typewriter adjustments (alignment, skew, etc.), should contact their typewriter service man for assistance.



STATINTL

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SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STATINTL

EYES ONLY

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.



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